

Comp Time Question:

We are looking at our compensatory time policy and are interested in how other agencies handle State comp time. What does your agency do on State comp time given to professionals? Do you allow it to accumulate to a large balance? Do you pay it off at any point? Any information would be appreciated.

Thanks,
Cheri Swales
Director of Human Resources
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Responses:

We never pay comp time to professionals (exempt-level). They are required to turn in monthly comp time logs to HR; and they must use their accumulated comp time hours within the quarter, unless their manager specifically authorizes a carry-over. Non-exempt employees are always paid for their over-time hours. We do not allow them to accumulate compensatory time.

Lorraine Mixon-Page, SPHR
Manager of Human Resources
Missouri Consolidated Health Care Plan

In the past, some of DNR has paid off comp time balances before the end of the fiscal year. Due to the budget, we haven't paid balances in the past couple of years. We also have some programs that encourage employees to use their comp time (less than 40 hours) by the end of the FY also.

Lori Hogue
DNR Human Resources Program

We typically pay off comp time twice per year - Dec/June - staff may accumulate large balances although management tries to hold comp - time down as much as possible.

Rick Enyard
Department of Corrections

The DOLIR regulation I found on overtime is very slim, no hourly maximum and really not much guideline therefore I have to think we use the merit system guidance on overtime which is not much as to the questions you asked. I know DMH had an hourly maximum on the accumulation at 80 hours and some facilities paid off lower rates to avoid liability and had local policy that directed that. Even at DMH it was more of a local policy due to the 24/7 operations.

James Lowery

There are times of unusual circumstances, such as the State Fair, where professionals are required to work excessive hours. When these unusual or outside the norm occasions arise, we allow the individual to earn state comp time for weekend work only. These occasions are rare and large amounts of comp time are not earned. We do not have a problem with large balances occurring with professionals. We cannot afford to pay off, therefore it is either carried over or used, with the second being the choice of most employees.

Steve Allison
Human Resource Manager
Missouri Department of Agriculture

MOSERS changed to Exempt/Non-Exempt status only (no straight time categories) over a year ago. We comply with FLSA requirements, meaning our exempt professional staff do not accrue or are eligible for comp time.

Our non-exempt staff can accrue comp time, up to a maximum of 40 hours per calendar year.

Sherri Redmon, PHR
Human Resources Manager
Missouri State Employees' Retirement System

Our professional staff do not earn compensatory time. It is communicated to exempt staff when they join the organization that as professionals they are expected to work the number of hours necessary to perform the functions of their position. (This is one of the reasons we have such a high attorney turnover rate!)

We do allow our professional staff to adjust their work hours within the pay period to the extent their schedule allows and the supervisor approves of the adjustment. We try to be as flexible as possible.

Jane Frew
MSPD

We have asked our professional guys who earn comp. time to not accumulate more than 30 hours and to take their comp. time before their annual leave to keep it around this amount.

We do not usually pay comp. time. The only time or two we did this was when a whole section had to work overtime on a project, then we paid comp. time.

The only other time we pay is when someone leaves of course.

Steve Hope
Insurance

MoDOT provides overtime earnings (compensatory time) to exempt employees except the following: management positions, employees in salary grades 18 through 22 (including unclassified jobs), and employees in salary grade 17 who are "department heads" within each district. Nonexempt salaried employees will have a choice to receive either compensatory time or cash for overtime worked, with one exception. Cash will be provided when a nonexempt salaried employee works additional overtime while having a balance of 240 hours of compensatory time.

Eligible employees may accumulate compensatory time not to exceed a maximum of 240 hours for overtime worked. An employee separating from the department for any cause will be paid for any compensatory time balance remaining after the last day worked. When a nonexempt employee moves into an exempt position (through promotion, lateral, or demotion), making him/her eligible for straight overtime earnings, the employee will be given an opportunity to sell back any comp time, which exceeds 120 hours. The option to sell comp time is not available when an employee moves into an exempt position that is not eligible for overtime earnings.

Shane Alford
MoDot

We have a policy that OT should not accrue beyond 80 hours. If it goes beyond that amount, the unit supervisor has to develop a plan which states when the time will be reduced. Often it is just a month or so until a project is completed and then the employee is directed to reduce the balance. Only rarely does it get paid, and none in the last 2 years. I have attached our policy.

Mary Hoskins
Health and Senior Services

DSS has no formal limit to this overtime balance. Supervisors are encouraged to attempt to keep all comp time balances to a minimum whenever possible. The only time payoff is certain is upon an employee's termination from the agency or a transfer between divisions. In the past, some comp time has been paid off at other times based on budgets.

Karen Murphy
DSS